PROTOCOL FOR COLLECTION OF SPECIMENS AT REMOTE LOCATION FOR A PATIENT BEING SEEN AT UCSF

1) Please issue a completed UCSF Clinical Laboratory “Outreach Services Requisition” to the individual being tested with the desired test selected.

2) The individual being tested should take this requisition to a local blood draw station. The draw station must be licensed and willing to ship the sample to UCSF Clinical Laboratory. The individual being tested may have to make separate arrangement to pay for the shipment.

3) The blood sample should be collected in the appropriate tube(s) for the test(s) ordered. See the lab manual entry for specific requirements at http://labmed.ucsf.edu/labmanual/mftlng-mtzn/test/test-index.html

4) For billing purposes, the individual being tested must have prior insurance authorization. The Lab also needs the following demographic and insurance information from the individual being tested:
   a. Name
   b. Address
   c. Date of Birth
   d. Home Telephone #
   e. Copy of front and back of insurance card

5) Please ship (Monday-Thursday only) all of the following to the address below.
   □ Blood Sample
   □ UCSF Outreach Services Requisition Form
   □ Insurance Authorization
   □ Demographic information
   □ Copy of insurance card to:

   UCSF Clinical Laboratories
   ATTN: China Basin Central Processing
   185 Berry Street, Suite 290
   San Francisco, CA 94107

6) Please notify Cathy Figert (at Cathy.Figert@ucsf.edu or 415-353-4122) that the sample has been sent so that we can ensure receipt.